

May 15, 2006

TO: Accredited Schools

FROM: Phil Wickliff, Specialist and Judy Yeager, Assistant

SUBJECT: Idaho Registration for 2006-2007

REGISTRATION OF INSTITUTIONS AND COURSES

Idaho Code of Registry Section 33-107(6), establishes a general power and duty of the Board of Education, the maintenance of a register of courses and programs offered anywhere in the state of Idaho by postsecondary institutions. Registration is done annually and is effective July 1st through June 30th. Registration does not imply approval of the registrant by the State Board of Education.

The following materials are included for your needs:

1. Registration application (Fee of \$100.00 per year to be attached) {§33-2404, Idaho Code}
2. Permit to Act as Agent application (Fee of \$25.00 per agent per year to be attached) {§33-2405, Idaho Code}
3. Designation of Legal Agent--this form designates the Idaho State Superintendent of Public Instruction with the power of attorney for the school in and for the State of Idaho. **This applies to non-resident registrants only.**

Registration fees are \$100 for the school, and \$25 for each agent. An agent means anyone who solicits students for courses. If the owner, or any other officer in the organization, fits this definition, that person must register as an agent. Each school must register at least one agent. As a registered proprietary school we add your school to the listing distributed to Idaho Career Information, U.S. West Pathways, Tuition Assistance Program, and Department of Commerce and Labor's Job Service/Workforce Investment Act. When the appropriate forms and fees are returned, the permit to act as agent cards and the Certificate of Compliance will be issued and mailed to the school address.

If you have additional questions, you may call us at (208) 332-6921. All forms required for Proprietary School Registration can be found on-line at:
www.sde.state.id.us/certification/proprietary.asp